

**CITY OF NEW ORLEANS  
CIVIL SERVICE FORM**

**EXTRAORDINARY OR SUPERIOR QUALIFICATIONS, EXPERIENCE, CREDENTIALS**

Please complete this form and attach the posted job announcement and verifiable documentation of extraordinary qualifications, experience, and/or credentials. If it is a provisional employee, please submit a prior announcement. Make sure you have vetted the candidate pool to determine how many candidates possessed extraordinary qualifications. Please keep a copy for your records and send a copy of the form to the Civil Service department for the employee's official personnel file. Do not enter this increase in ADP until you have filled out this form.

**Appointing Authority Name:** Michael Harrison  
**Appointing Authority Department:** New Orleans Police Department  
**Appointing Authority Phone Number:** (504) 658-5488  
**Appointing Authority E-mail:** jtomas@nola.gov

**EMPLOYEE INFORMATION**

**Name of Employee with Extraordinary Qualifications:** Arlen Barnes  
**Current Class** (if current employee): Police Investigative Specialist **Proposed Class:** N/A  
**Is this a promotion or a new hire?** New Hire **What is the new job class?** N/A

**JOB POSTING & APPOINTMENT**

**Duration of job posting:** 09/2016-01/2017 **How position was advertised:** Civil Service Website  
**Date of appointment:** 4/16/2017 **Type of appointment**(provisional, etc.): Probationary  
**Detailed position description:** Highly responsible administrative professional work assisting in the preliminary phase investigations in the Public Integrity Bureau (P.I.B.) of the New Orleans Police Department. The responsibilities of this job include conducting investigative research for all P.I.B. cases; documenting areas of violation, collecting and preserving P.I.B. case evidence; analysis of P.I.B. case documentation including but not limited to: audio-taped statements, photographs, payroll records, daily activity sheets, and police incident reports; recommending appropriate course of action for P.I.B. cases; and related duties as required.

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**QUALIFICATIONS**

- 1. How many applicants were on the eligible list?** There were 18 applicants on the eligible list. **How many of them possessed this extraordinary qualification (described below)?** One applicant possessed the extraordinary qualifications.
- 2. Minimum qualification(s) exceeded and description of credential(s) (experience, education, certifications, etc.) that exceed(s) the minimum qualification(s):**

Minimum Qualification (from job announcement)	Employee's Qualification that exceeds the minimum	Details (university, location, relevance, etc.)
1) 6 years experience conducting criminal investigations	27 years of experience conducting criminal investigations	New Orleans Police Department
2)		
3)		

- 3. Description of how similar qualifications are not readily available in the labor market at minimum entrance rate:** A review of candidates on the eligible list determined that Mr. Arlen Barnes was the only candidate to possess over 27 years of experience conducting criminal

investigations and previous service with the New Orleans Police Department in the Public Integrity Bureau.

**4. How are the duties of the position relevant to the advanced qualification?**

The qualifications possessed by Mr. Barnes are relevant to the position in that Mr. Barnes' legal knowledge will assist P.I.B. in interpreting federal, state and local laws. Also, Mr. Barnes' years of experience as a criminal investigator will provide insight and knowledge into the investigation of P.I.B. cases.

**5. How will hiring this person at the rate specified below be a financial advantage to the City? Please provide an objective financial analysis.**

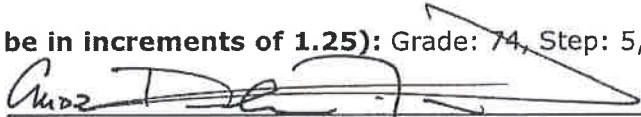
The hiring of Mr. Arlen Barnes will demonstrate an immediate financial advantage for the City of New Orleans. Hiring Mr. Arlen Barnes will help with the current backlog of P.I.B. cases waiting to be investigated. The current average salary for a Police Investigative Specialist in markets similar to that of New Orleans metropolitan area is approximately \$46k. After salary negotiations, Mr. Arlen Barnes agreed to a salary of \$45,169 for the position of Police Investigative Specialist. The salary difference is 5% above the minimum salary based on superior qualifications.

**6. List other departmental employees in this classification.** David Briant, Michael LaVaseur, Shonte Smothers, Ernest Crayton

**Do they also possess the exceeded qualification and is it job related?** No

**Rate granted (in steps; % must be in increments of 1.25):** Grade: 74, Step: 5, 5% above the minimum.

**Appointing Authority Signature:** \_\_\_\_\_



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